

## Tenancy application form

Rental property	Address:		
Tenancy requirements	Length of tenancy: _____ Months	Commencement date: ____ / ____ / ____	Rent: _____
	Total number of persons to occupy: _____	Number children (if any): Age/s: _____	Number of pets (if any): Type: _____
Applicant's full name and current address	Dr / Mr / Mrs / Ms: _____ Address: _____		
Applicant's contact details	☎ (Home)	☎ (Work)	☎ (Mobile)
	Email: _____		
Current rental details	Current rent: \$ _____ per week / month	Period of Tenancy: _____ months	
	Agent/Landlord: _____	☎ (B)	
	Why are you leaving?		
Previous address	Address: _____		
	Rent: \$ _____ per week / month	Period of Tenancy: _____ months	
	Agent/Landlord: _____	☎ (B)	
	Why did you leave?		
Current Employment	Current employer: _____		Contact name: _____
	Employer's address: _____		
	Your position: _____	Length of employment: _____	☎ (B)
	Fulltime / Part time	Nett income: \$ _____ per week / fortnight / month	
Previous Employment	Previous employer: _____		Contact name: _____
	Your position: _____	Length of employment: _____	☎ (B)
	Fulltime / Part time	Reason for leaving: _____	
University Student (Additional Information)	Uni studying at: _____	Name of course: _____	
	Course Length: _____	Year of study in: _____	
	Government Assistance: Y / N If yes, how much: \$ _____	Confirmation letter: Y / N	
Family detail	Parents' name: _____		☎ (H)
	Parents' address: _____		
Personal details	Date of birth: ____ / ____ / ____	Drivers licence No. _____	Expiry date: ____ / ____ / ____
	Car Rego No. _____	Passport no. _____	Expiry date: ____ / ____ / ____

**connectnow.**  
We get things sorted.

P: 1300 554 323 | F: 1300 889 598  
 E: [info@connectnow.com.au](mailto:info@connectnow.com.au)  
 W: [connectnow.com.au](http://connectnow.com.au)

### Moving made easier

Connectnow makes moving easier for you by sorting your essential home moving needs quickly and easily in one simple phone call. Our services include electricity, gas, internet, pay TV, home phone connections and much more. Plus, our home moving service is free – it's our way of ensuring your move is as seamless as possible.

We'll attempt to contact you within 1 working day of receiving this application to provide you with our connection service. If you don't hear from us, please call 1300 554 323 to ensure your services are connected.

Yes, I accept the Terms. Please call me to connect my new services.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PRIVACY CONSENT AND TERMS.** By signing this form you consent and agree to the following: Connect Now Pty Ltd (ABN 79 097 398 662) ("connectnow") will collect, use and disclose your personal information to contact you (including electronically) about providing moving, connection and disconnection services and to inform you about products and services offered by its related companies and third-party suppliers. These other companies may also use your details to contact you directly about their products and services. See connectnow's Privacy Policy for further details, including your rights to access and correct the information held about you at connectnow.com.au. Third-party service providers (who may transfer your data overseas) may have their own Privacy Policy, which you can request from them. You consent to connectnow continuing to market to you unless you opt out, including by emailing info@connectnow.com.au. To the extent permitted by law and except where expressly guaranteed, connectnow are not responsible or liable for delayed or failed connections or the service providers' connection charges, which you must pay to them directly. Connectnow may receive commissions or fees from your selected retailer(s), and your real estate agent may also receive commissions or fees from connectnow, in each case for arranging provision of the requested services. The value of commissions or fees may vary from time to time and may differ depending on which retailer is selected. If you nominate an alternative contact person on this application, you authorise them to act on your behalf to arrange moving, connection and disconnection services, including accepting third-party terms. You warrant that you are authorised to make this application on behalf of all applicants and alternative contact persons listed and that each person has consented and agreed to the handling of their personal information on the same terms as you have.

How did you find out about this property?

Internet     Local paper / SMH     For Lease signboard     Referral

Other: \_\_\_\_\_

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<b>100 point identification check</b> (Required from each applicant)	1. Photo ID – i.e. Current Australian Drivers licence (40); and/or Current Australian Passport (40); and/or Current Overseas Passport with Valid Visa (40); and/or Proof of Age Card (10). 2. Other ID – i.e. Birth certificate (20); Motor vehicle registration certificate (10). 3. Credit/Key card (20); Medicare card (20); Current wage advice (20); Bank statement (10); 4. Previous tenancy references – i.e. Agent Reference Letter (30); Previous 2 rent receipts (10); Electricity / Gas account (10); 5. Previous home ownership i.e. Council Rates (20); Water Rates (20); Mortgage statement (20)		
	Number of Points provided:	Date:	
<b>Emergency contact</b> (Relative/Friend NOT living with you)	Name:		
	Address:		
	Relationship:	☎ (H):	☎ (B):
<b>Personal/Business References</b> (NOT Relatives)	Name:		
	Address:	☎ (Ph):	

**I confirm the following:**

- During my inspection of this property I found it to be in a reasonably clean condition  Yes /  No
- If "No," I believe the following items should be attended to prior to the commencement of my tenancy. I acknowledge that these items are subject to the Landlord's approval:  
 .....
- I acknowledge that this is an application to rent this property and that my application is subject to the Landlord's approval.
- I confirm having received a copy of this application for my retention.
- I consent to the information provided in this application being verified and a reference check on national tenancy databases (TRA) being undertaken. I consent to my personal information being given to TRA & understand that the results of this reference check may have a beneficial or detrimental affect on my application.

**Privacy statement**

The personal information you provide in this application or collected by us from other sources, is necessary for us to verify your identity, to process and evaluate your application and to manage the tenancy. Personal information collected about you in this application and during the course of your tenancy, if your application is successful, may be disclosed for the purpose for which it was collected to other parties including the landlord, referees, other agents and third party operators of tenancy reference databases. Information already held on these databases may also be disclosed to the landlord and us. If you enter into a Commercial Tenancy Agreement, and you fail to comply with your obligations under that agreement, that fact and other relevant personal information collected during the course of your tenancy, may also be disclosed to the landlord, third party operators of tenancy reference databases and other agents. If you would like to access the personal information we hold about you, you may contact your property manager. You can also correct this information if it is inaccurate, incomplete or out of date. If you do not provide the information required from you, we may not be able to process your application and manage your tenancy.

**Application**

I, the Applicant apply for approval to rent the premises referred to in this form and acknowledge that my application will be referred to the Landlord of the property for his/her/their acceptance and if the application is approved, to prepare a Commercial Tenancy Agreement for the premises

I, the Applicant, declare that I am not bankrupt, or undischarged bankrupt and that the information provided by me is true and correct. I have inspected the above premises and wish to apply for tenancy of the premises for a period of ..... months, at a rental of \$..... per week (\$.....calendar month).

I undertake to pay a rental bond plus the first fortnight/month's rent in the form of bank cheque or money order made payable to: **RECONSTRUCT REAL ESTATE** upon signing the Commercial Tenancy Agreement.

<b>Statement of costs</b>	Rental bond (4 week's rent)	\$
	Rent in advance (fortnight /calendar month)	\$
	<b>TOTAL</b>	\$
	<b>Deposit</b>	\$
	<b>Balance</b>	\$

\* Note: Final payment is to be either by a Bank Cheque or Money Order made payable to Reconstruct Real Estate.

**If a reservation fee is being paid on the property, the following conditions will apply (NSW only)**  
 It is hereby acknowledged:

- That the applicant has paid a **reservation fee of \$.....** equivalent to one week's rent (7 days) to reserve the premises in favour of the applicant for the period (calculated on the basis that one day reserved equals one day's rent, subject to a maximum of seven days' rent).
- The premises will be reserved for the applicant for a period of ..... days.
- That during this period, the premises will not be reserved for any other applicant, nor will a reservation fee be received from any other applicant.
- That should the landlord accept this application the reservation fee will be paid towards the rent for the premises.
- That should the applicant decide not to proceed, the landlord may retain the reservation fee
- That the reservation fee will be banked into a trust account and **any refund given will be by way of a TRUST ACCOUNT CHEQUE (within 48 hours)**.

**Reconstruct Real Estate** acting for the landlord of the premises, acknowledges receipt of the above application and the accompanying reservation fee and agree:

- To reserve the premises for the period and in accordance with the conditions above stated.
- To notify the applicant within the reservation period whether or not the applicant has been approved.
- If the applicant has been approved, to prepare a Commercial Tenancy Agreement for the premises.

APPLICANT'S SIGNATURE X ..... Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ AGENT'S INITIALS X .....

OFFICE USE ONLY		
DEPOSIT AMOUNT PAID: \$	RECEIPT NO.	DATE & INITIAL:
ENTERED ON SYSTEM:	RECEIPT NO.	DATE & INITIAL: